

23 April 1982

Excerpts from ODP Staff Meeting - 23 April 1982 (U)

1. There was no staff meeting on 16 April 1982. (U)
2. Mr. Johnson attended a DDA Office Directors Conference off site on 15-16 April. He spoke on office automation. (U)
- 25X1 3. [] is scheduled to be the DDA Information Review Officer as well as the DDA Records Management Officer. (U)
- 25X1 4. [] has been named ODP's Personnel Officer and will enter on duty in Admin on 17 May. She was formerly Personnel Officer at an off site facility. (U)
5. A memo was received recently from the Comptroller on base level budgeting for 1984. He congratulated DDA for being well prepared. Mr. Fitzwater expressed his thanks to all who had a part in preparing DDA's contribution. (U)
6. A report on the Agency's first use of the Xerox conference facility was very favorable. Eighteen Agency students who participated in a Career Counseling Course reported that the Xerox installation near Reston was attractive and well equipped and that the food, included in the per-person price, was very good. (U)
7. The DDA expressed his appreciation for the successful effort made to lower the amount of overtime used by the directorate. (U)
8. The Applications reorganization was effective 19 April 1982. With the help of all concerned, the physical moves to support the transition were accomplished very smoothly. (U)

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11. Attached are excerpts from ODP Division/Staff weekly reports and copies of our weekly reports to the DDA. (U)

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Att: a/s

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This Document becomes UNCLASSIFIED

ODP 82-558
22 April 1982

MEMORANDUM FOR: Deputy Director for Administration
FROM: Bruce T. Johnson
Director of Data Processing
SUBJECT: ODP Report for Week Ending 21 April 1982 (U)

Applications Reorganization (U)

The Deputy Director for Applications reorganized his area on 19 April 1982 into five divisions. (U)

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Applications has notified all customer offices and is scheduling formal briefings on the new organization for customer offices. (U) [REDACTED]

Headquarters Regulations (U)

ODP made extensive comments on the Proposed Revision of HR [REDACTED] Appearances of Agency Personnel Before Non-Government Groups (Job #9912). It would appear that much more work is required to make this regulation understandable. (AIUO)

SAFE (U)

[REDACTED] are visiting TRW in Torrance, California from 19-23 April to discuss SAFE program issues. (U) [REDACTED]

Computer Center Security (U)

The Office of Security has completed the installation of a Monitor Detection Alarm System in the 1D16 Ruffing Center Annex. It consists of infrared detectors, ultra sonic equipment, and door contacts. The system will be activated when critical power requirements are completed. (See ODP Report dated 15 April.) (C)

Significant Events During the Coming Week (U)

None.

/s/ Bruce T. Johnson

Bruce T. Johnson

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22 April 1982

Excerpts from ODP Div/Staff Reports for Week Ending 20 April 1982Management

As of 21 April, there were 31 outstanding advances totaling \$21,223, none of which were delinquent. (AIUO) []

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The Chief, P&PG/MS and [] P&PG, finished their involvement with the NPIC Development Program (NDP) source selection for the Data/Control Segment systems acquisition phase. Their combined support involved approximately 1 1/2 man-months of effort as members of the Cost Evaluation Team. In addition, during the same period C/P&PG was member of the Cost Effectiveness Team, a special group that supported the Source Selection Board. Award of the contract should be announced by the end of April. The exercise was judged very valuable by both MS participants, even though it was quite time-consuming. The NDP is a major Agency program. By participating, MS personnel were able to share some of their expertise and experience in ADP procurement with the NDP, while being exposed to another component's view of large systems acquisition. The MS participants also achieved a better understanding of cost factors in major cost-reimbursable contracts. This experience should be directly applicable to ODP procurements. Finally, the NDP program, because of its importance and size, will have repercussions throughout the Agency for the next decade. ODP participants achieved a better understanding of this program and, it is believed, established a solid foundation for future dialogue with NDP personnel. (AIUO) []

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STATAdministrative

The following individuals in the Administrative Staff are on AIM and ready to receive requirements through the AIM system. (Names and aliases listed are on file in AIM.):

ODP/AS	Mac (C/AS) LyleP (DC/AS) Mimi (Payroll, general admin.)
ODP/PERS	ERC
ODP/LOG	KarenB
ODP/TRNG	KarenC

Processing

The 3260 emulation software, which permits the Delta Data 7260 to respond to an IBM 3270 terminal, was installed in the Special Center to provide production STAR access for a user in the DDO. Performance is generally satisfactory but problems in the Comten and Terminal firmware continue to effect the emulation. A new release is scheduled on 4 May to correct problems in the emulation software.

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ADMINISTRATIVE-INTERNAL USE ONLY

15 April 1982

Excerpts of ODP Div/Staff Reports for Week Ending 14 April 1982Management

Advances. As of 13 April 1982, a total of \$30,553 was outstanding in 50 advances to ODP travelers--with one advance of \$83 delinquent. (U/AIUO) [REDACTED]

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Processing

RAMIS Release 02.1.01 is available for user testing in the batch and interactive (VM) environments. This release fixes several problems and provides support for 3380 devices.

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The first subsystem of STC Solid State drums is being installed in GC03 by the vendor and will be cabled to the VM systems on Saturday, 17 April. [REDACTED]

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OD will conduct initial training for VM operators on the IBM 3081 processor on Sunday, 18 April. [REDACTED]

STAT

SPD will be developing and testing the VM/SP software on the new processor during the coming two weeks. [REDACTED]

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ApplicationsPersonnel Items:

[REDACTED] joined the Training Staff from OCR on 12 April. She will be the new registrar for training classes. She can be reached [REDACTED]

STAT

AdministrativeArrivals and Departures:

[REDACTED] EOD'd in OPSD on 12 April.

[REDACTED] resigned from Production Division on 16 April. She and her family will be relocating in Shawnee, Oklahoma.

Open Season will be 3-28 May for Health Benefit Plans. Booklets and appropriate information will be available in the Insurance Branch at the beginning of Open Season. A supply of Form 2809, Health Benefits Form, will be available in ODP/PERS.

The revised one page PAR and the new AWP forms will be available within two weeks.

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ODP-82-531
15 April 1982

MEMORANDUM FOR: Deputy Director for Administration
FROM: Bruce T. Johnson
Director of Data Processing
SUBJECT: ODP Report for Week Ending 14 April 1982

SAFE

STAT [redacted] as SAFE Project
Director on 12 April.

The SAFE Audit Team report was briefed to senior management
of DIA and CIA on 8-9 April.

Management

Intrusion Alarm in 1D-16. The Office of Security, Technical
Security Division personnel are currently installing an intrusion
alarm system in room 1D-16 in Headquarters. This room houses the
IBM 3033 MPS mainframe and the bulk of the disk drives that
support the Ruffing Center. It was the site of a recent false
bomb threat. (See ODP weekly dated 7 April 1982.) (U/AIUO)

STAT [redacted]
Processing

New Graphics Link Established. A communications link
between the Ruffing Center's VM system and the Genigraphics color
graphics system in the DDI's Office of Current Production and
Analytic Support has been established. On 26 March, the first
binary artwork, which had crossed the link in both directions,
was displayed on the Genigraphics console. Before the link can
be declared operational, more testing and operator training and
familiarization are needed. Further progress is being deferred
while the Genigraphics is being used operationally. STAT [redacted]

Applications

Support to OF and O/Comptroller. FRS/BRS (Financial
Resources System Budget Ranking System). Development of FRS is
nearing completion and preparation is being made to begin user
acceptance testing. The users now have the capability to test on
the development system. Starting next week they will have the
operational system. STAT [redacted]

STAT Miscellaneous Support. Applications analysts attended a briefing Friday given by [redacted] of Finance. The purpose of the briefing was to inform ODP of the new Financial Management System (FMS) that the State Department is planning in order for ODP to begin assessing the possible impact of FMS on the GAS and BIWEEK Payroll systems. It was agreed that ODP and OF will have to meet with a representative from State Department to further analyze the impact of FMS on Agency financial systems. [redacted] STAT

Significant Events During the Coming Week

SAFE

STAT [redacted] will be visiting TRW's Development Facility on 19-22 April. [redacted] STAT

[redacted] STAT
for Bruce T. Johnson